

Title: DIVISION TRAINING	Number: D65-18-01	Revision No.: OD	Effective Date: 31 JAN 97
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31 January 1997

STANDARD OPERATING PROCEDURE D65-18-01

From: D65

To: D65 Division

Subj: DIVISION TRAINING

Ref: (a) SOP D65-09-01, Division Process Control

1. Purpose. To establish a system and provide instructions for determining training needs, providing the training, and maintaining training records.
2. Scope and Application. This procedure applies to all training programs provided by the Division. It directly concerns the Personnel department and is relevant to all codes that provide training for their employees.
3. Policy. The Division Head and Branch Heads are responsible for ensuring that all assigned personnel are properly trained. Training requirements include those internal to the Division and those offered and/or required by NRaD.
4. Procedure. This procedure identifies how training requirements are identified and forecasted, how and who coordinates the training requirements, and how training records will be maintained.

a. Training Requirements - Training requirements include both internal or "Division-unique" training and training offered and/or required by NRaD. The Division Head, Branch Heads, and the Division Training Coordinator will identify all projected training requirements in early March of every year to support the annual budget cycle. Training requirements will include, but will not be limited to, the following:

- (1) Recurring NRaD Training (i.e., Ethics, COMSEC, Sexual Harassment)
- (2) Professional Development Training (i.e., DAWIA training, NRaD Systems Engineering and Program Management courses)
- (3) Recurring "Division-unique" Training (i.e., periodic soldering recertification)
- (4) Computer Training (i.e., Learnsoft Computer Courses)
- (5) Miscellaneous Technical and Administrative Training (i.e., ISO 9000 Auditor Training, training on new C⁴I systems or Cryptographic systems)

These training requirements will be the basis for establishment of the training budget for each Fiscal Year.

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b. Coordination, Submittal and Approval of Training Requirements - All training requirements will be coordinated through the Division Training Coordinator. The Training Coordinator will determine if sufficient budget exists to pay for requested training. Supervisors will ensure that personnel identified for, approved for, and/or required to attend training are scheduled and given the time to attend. If training is requested through the NRaD Training Office, the following information must be submitted along with supervisory approval.

- (1) Name:
- (2) Code:
- (3) Social Security Number:
- (4) Telephone number and e-mail:
- (5) Valid Job Order to cover tuition (if required)
- (6) Supervisor's name, e-mail and phone

Supervisors will be responsible for ensuring that assigned personnel attend mandatory Division and/or NRaD training. Supervisors will also ensure that employees newly assigned to the Division attend New Employee Orientation and are scheduled for required Division and/or NRaD training.

c. Training Records - Copies of training certificates or other administration signifying training completion will be maintained in employee records within the Division. Individual employees will be responsible for ensuring their training records are complete and up to date. The Civilian Personnel Office also maintains employee training records showing completion of both voluntary and mandatory NRaD training. A training record lists all employees participating in a given training, identifies the subject/course title, and duration of training, and is signed by the instructor who conducted the training. NOTE - For certain "Division-unique" training and/or recertifications required to accomplish Division technical and production work, Quality Assurance will maintain the training records. Division Orientation Training will include the following:

- (1) Division Overview
- (2) Product orientation with emphasis on quality characteristics (ISO 9000)
- (3) Presentation of the Division's quality system.
- (4) The role of employees in maintaining the quality system and improving its efficiency

d. Educational Reimbursement - The Division will brief all new employees on the NRaD Educational Reimbursement Program. This program provides for employees to be reimbursed for approved external training and/or education that directly supports their professional development in their particular career field.

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e. Employee Retraining - When an excessive number of nonconformity's or other quality problems are traceable to a specific employee, the QA Manager or the supervisor of the employee may direct retraining.

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